

BUFFALO GROVE PARK DISTRICT BEHAVIOR POLICY

It is the mission of the Buffalo Grove Park District to provide safe and wholesome programs in well-maintained parks and facilities for our residents and guests. In order to provide the best experiences possible, the Park District has adopted rules and policies that help create and maintain a positive environment. The Behavior Policy is one of such policies that help mitigate and manage conflicts should they arise. When participating in any program or service, the Park District asks that patrons comply with this policy. For more information about this policy, please contact the Director of Recreation and Facilities or the Superintendent of Recreation at 847.850.2100.

I. EQUAL ACCESS

No participant or observer shall, on the basis of race, sex, gender orientation, creed, national origin, or disability, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, benefit, privilege, advantage or opportunity.

II. BEHAVIOR

Participants, observers, and staff are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make Park District programs safe and enjoyable for all. Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff.

Participants, observers, and staff shall:

1. Show respect to all participants, observers, volunteers, referee officials, and staff.
2. Refrain from using intimidation or threatening behavior, verbal harassment, profanity, vulgarity, obscenity, or racial slurs.
3. Refrain from causing bodily harm to self, other participants, observers, volunteers, referee officials, and staff.
4. Show respect for private and Park District equipment, supplies, and facilities.
5. Follow all Park District ordinances, facility rules, and school rules. These include and are not limited to rules regarding smoking, alcohol, etc.
6. Refrain from gang activity including display or possession of symbols, hand signals, soliciting membership, intimidating or threatening any individual, wearing or displaying colors or items of dress, etc.

III. DISCIPLINE

The Park District applies a caring, positive approach to discipline. Staff reviews rules with participants and is willing to work with parent/guardian to develop behavior modification plans as necessary. The Buffalo Grove Park District reserves the right to dismiss participants and observers. Each situation will be evaluated on its own merit.

IV. TERMINATION OF PARTICIPATION

The Buffalo Grove Park District reserves the right to terminate the participation of any individual in any Park District program, event, facility, or park for disruptive behavior or if it is considered by the Park District that the continued participation of the individual is not in the best interest of the participant, the District, or others who are involved with the program, event, facility, or park.

The Park District retains responsibility for the administration of its programs and services, it reserves the absolute right in its discretion to hire or terminate the services of any staff, contractor, or volunteer at any time.

V. PROCEDURE

Upon registration or entry into a program, event, facility, or park the participant or parent/guardian should notify the Park District of any special accommodations needed. Participants or parent/guardian are encouraged to utilize the allergy and special accommodation box provided on the registration form in order to ensure the Park District is made aware of any accommodation needs. Park District personnel may contact the participant or parent/guardian to discuss the accommodation needs further. The Park District will make reasonable attempts to implement requested accommodations.

VI. DISCIPLINARY ACTION GUIDELINES FOR PARTICIPANTS AND OBSERVERS

If a participant or observers exhibits inappropriate behavior, these guidelines should be followed:

1. Program leaders and supervisors should determine the severity of the action and immediately take steps to correct it. These may include:
 - a. Verbal warning
 - b. Supervised time out (1-5 minutes) from the program. The type of time-out may vary according to situation, examples include:
 - i. Observational – from sidelines of the activity
 - ii. Exclusion – away from group, but within view
 - iii. Seclusion – time out away from program area with staff member present
 - c. Physical restraint is not recommended at any time. If there is a significant concern for the safety of participants, observers, or staff, 911 should be called immediately.
2. Program leaders and supervisors should document incidents as they arise on the Park District's Situation Report and/or PDRMA Accident/Incident Report. In addition, program leaders and supervisors should discuss the incident with the parent/guardian upon pick-up from the program or event.
 - a. Both Situation and/or Accident Reports must be turned into the full-time supervisor within one business day of the incident. Any incident requiring police intervention must be immediately reported to the Superintendent of Recreation or Director of Recreation and Facilities.
 - b. Upon review of the Report, if necessary, the Recreation Specialist/Supervisor/Manager responsible for the program will contact the parent/guardian or individual to discuss the incident as well as review the Behavior Policy at that time.
 - c. If deemed necessary, a behavior modification program should be developed and implemented. Those involved in this process may include, but not be limited to, Park District Staff, Northwest Special Recreation Association (NWSRA) staff, parent/guardian, school personnel, and other support professionals. The behavior modification program should be monitored and revised as needed.
 - d. With the approval from the parent/guardian, other related professionals (teachers, social workers, psychologists, etc.) may be consulted for suggestions.
 - e. Communication between Park District personnel and the parent/guardian or participant should be ongoing. Further incidents of inappropriate behavior should be properly reported and documented.
 - f. If inappropriate behavior continues, removal from the program, park, or facility may be necessary. Other options may include:

- i. Transfer to another program, time slot, or group where inappropriate behavior is less likely to occur.
- ii. Limited/reduced time that the participant or individual is allowed to attend the program or visit the park or facility.
- iii. Suspension from program, park, or facility for a designated time period.
- iv. Extended or permanent removal from program, park, or facility may be undertaken. However, before such action is taken, Park District personnel will prepare appropriate documentation. The recommendations will be presented to the Director of Recreation and Facilities for approval. In extreme cases, the Director of Recreation and Facilities will review these materials with the Park District Attorney and/or the Executive Director.
- v. Appeals by the participant and/or parent/guardian may be directed to the Director of Recreation and Facilities. The Director of Recreation and Facilities and the Executive Director of the Park District will jointly consider any appeals.